



Welfare Officer Job Description

All Executive members shall:

- Be responsible for the shared governorship, long-term thinking and strategic leadership of the Association.
- Submit monthly reports to the Executive, highlighting the work that has been done in the role and how it works towards achieving the strategic direction of the Association.
- Submit weekly timesheets to the Admin Officer.
- Maintain regular and timely communication including email and phone messages
- Provide a written and verbal handover for incoming Executive members who are taking up that portfolio.
- Attend significant MUSA Events including but not limited to AGM, SGM's, and Club Councils.
- Maintain regular involvement with MUSA volunteering and events
- Contribute towards the Annual Report.
- Represent students on local, regional and national issues.

Restrictions:

- No role may be held by an individual for more than two years
- An individual is only allowed to run for Executive if they are an Internal student on the Palmerston North campus on the year of their nomination
- Students may be barred from running for future Executives if they or their actions are deemed by the Executive to be against the objects of MUSA

Documents Relevant to the MUSA Executive

- MUSA Constitution
- MUSA Board Charter
- MUSA Policy
- MUSA Strategic Plan
- MUSA Annual Reports
- MUSA Executive Timesheets
- MUSA Executive Reports

Welfare

Commitment:

- Receives an honorarium of \$8,580 pa paid fortnightly upon submission of a satisfactory timesheet and monthly work report, which is signed off by the president or delegated individual and approved by the executive at governance meetings against the job description.
- Work hours are flexible but are expected to work a minimum of 10 hours a week if all responsibilities can be met during that time. At times more commitment will be required.

Key responsibilities

- Hold responsibility with the President for the strategic direction of MUSA's welfare based services.
- Oversee and run the MUSA Stress Free Study events in Semester 1 and Semester 2 in conjunction with the Executive.
- Oversee and run other welfare-related events such as Life Skills workshops.
- Assist with production of welfare-based publications and products, including but not limited to: MUSA Flattening Guide, MUSA Flattening Packs, Stress Less Study Packs.
- Maintain a strong working relationship with the MUSA Advocate, MUSA Student Engagement Coordinator and MUSA Clubs and Events Coordinator.
- Maintain positive relationships with all Massey Student Services and their Managers.
- Maintain positive relationships with community stakeholders and partners, (i.e the Manawatu Tenants Union, Palmerston North City Council, Just Zilch).
- Maintain positive relationships with other Students' Associations with relation to welfare issues.
- In partnership with the Executive, sit on relevant University committees and boards as a student representative, (i.e Student Building Levy Committee, Regional Health and Safety Committee).
- Advocate for students to the University about welfare-related issues.
- Coordinate MUSA's submissions to the University and external bodies on welfare-related issues.
- As an Executive Officer, ensure compliance with the Association's legal responsibilities
- In partnership with the MUSA Equity portfolio, meet regularly with student groups, including but not limited to: UniQ, MUPSA, Manawatahi, IPGMS.
- Maintain knowledge and understanding of welfare issues including but not limited to: Te Tiriti o Waitangi, sexual violence, student hardship, mental and physical wellbeing.
- Assist the President by performing such special tasks/projects as may be delegated at the President's discretion.

Key Relationships:

- MUSA President
- MUSA Advocate
- MUSA Equities Officer
- NZUSA National Welfare Committee
- Welfare related community stakeholders and partners (i.e Manawātū Tenants' Union).
- Relevant Student groups (i.e UniQ, Manawatahi, MUPSA)